

CONFIDENTIAL

ORD-6-64

2 January 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Planning for ORD Technical Information Center

1. A meeting was held in the undersigned's office on Tuesday, 2 January 1964, for the purposes of planning for the ORD Technical Information Center. [REDACTED]

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2. It was agreed that the following initial steps would be taken as soon as possible to bring the ORD Technical Information Center into being.

a. Eight single face, three foot sections, art metal shelving (56 total shelves--28 document shelves and 28 regular shelves with uprights) are to be ordered immediately. ACTION: [REDACTED]

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b. A directive is to be issued to all ORD professional personnel to turn into the Technical Information Center (after shelving arrives) all books and journals not currently in use. ACTION: [REDACTED]

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[REDACTED] ORD Staff Meeting media.

c. An inventory will be conducted of all remaining books and journals retained by ORD professional personnel for current usage. This inventory will include the complete titles of these books and journals together with the individual to which they are assigned. ACTION: [REDACTED]

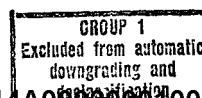
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d. A part-time employee to be designated for work in the ORD Technical Information Center. ACTION: [REDACTED]

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e. A Master List of all journals and periodicals currently on order for ORD is to be prepared. ACTION:

[REDACTED]

f. A system is to be devised for the acquisition, maintenance, and control of material for the ORD Technical Information Center. ACTION:

[REDACTED]

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3. The next meeting of the committee is planned after the arrival of the shelving.

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[REDACTED]

Special Assistant
LS/ORD/DD/S&T

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cc:

[REDACTED]

Distribution:

- ✓Original - For the record
- 1 - RBC File
- 1 - LS Chrono
- 1 - ORD Chrono

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SA/LS/ORD/DD/S&T: [REDACTED] (2 January 1964)

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MEMORANDUM FOR:

PARAPSYCH.

Date

FORM 101
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